



# Renovation and New Construction Attachments Checklist

Attachments are required documentation for eligibility.

The required attachments for Cultural Facilities **Renovations and New Construction** are:

1. Matching Funds Documentation (include a list or spreadsheet with totals with documentation)
  - Bank statements, awards, contracts, for cash on hand
  - Copies of irrevocable pledges
  - Letters and/or invoices from in-kind contributors
2. REDI Waiver Request Letter (for REDI Waiver requests only)
3. Documentation of Unrestricted Use
  - Deed, title, property tax statement to document unrestricted use, OR
  - Executed copy of lease and written explanation of any easements, covenants, or other conditions to document unrestricted use. Highlight within the document and/or indicate the page number where the term or expiration date is located in a cover letter. Owner can only be not-for-profit or municipality.
4. Total Support and Revenue Documentation
  - Audit or financial statement
  - Audit or financial statement of the organization that will be responsible for management of the facility (public entity applicants only)
5. Current Architectural Plans certified by a licensed architect or engineer (If architectural plans are not required for project, contractor project proposals or working drawings must be provided.)
6. Project Support Documentation
  - Up to 6 current letters of support from local officials (City and County Government), community groups, and community members
7. Bureau of Historic Preservation (BHP) Determination Letter (for buildings 50 years or older). This includes structures where the intent is demolition.
8. Not-for profit tax exempt applicants must provide a copy of your IRS 501(c) (3) or 501(c) (4) determination letter
9. Current Substitute W-9. A copy can be obtained at <https://flvendor.myfloridacfo.com>
10. Mission and Programming Materials such as season program, box office statement, educational programs that document cultural programming of facility (If project is for a NEW space without previous programming, provide programming examples.)

Additional Support Materials: Support materials may be considered in the review and scoring so including them is highly recommended.